

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. **M-55-A**

Page 5 of 6

Agency

Division/Unit

BEL AIR POLICE DEPARTMENT

RECORDS

Item No.	Description	Retention
28	JUVENILE PHOTOGRAPHS - Photo of subject with pertinent information on the back.	Retain until subject is twenty one (21) years, then destroy.
29	JUVENILE ARREST BOOK - Book with pertinent information on subject arrested.	Retain until subject is twenty one (21) years, then destroy.
30	FINGERPRINT CARDS (JUVENILE) - Bel Air Police Department fingerprint card with pertinent information of Juvenile arrested.	Retain until subject is twenty one (21) years, then destroy.
31	JUVENILE ARREST CARDS - Index cards listing subjects name, address, arrest number, height, weight, race, occupation, school, scars, place of birth (POB), date of offense, CCR#, charge and disposition.	Retain until subject is twenty one (21) years, then destroy.
32	OFFENSE REPORT (JUVENILE) - Report of all criminal activity reported to the police involving juveniles.	Retain until subject is twenty one (21) years, then destroy.

Schedule Approved by Department,
Agency,
or Division Representative.

Date: 4/19/98
Signature: Leo F. Matranga
Typed Name: LEO F. MATRANGOLA
Title: CHIEF OF POLICE

Schedule Authorized by State Archivist

Date: APR 27 1998
Signature: Edward C. Papenfuss

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Page 6 of 6

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Item No.	Description	Retention
40.	UCR (UNIFORM CRIME REPORT) - Report provides a nationwide view of crime based on submission of statistics of law enforcement agencies.	Retain for one (1) year, then destroy.
41.	VALIDATION SUMMARY (MONTHLY REPORT) - This file is a breakdown of new entries and entries removed from MILES/NCIC on the following categories: missing persons, securities, auto/boats, guns and warrants. This report also list the number of modifications made to existing entries. A monthly audit of 10 warrant entries and 10 vehicle entries is conducted and the results are provided along with this monthly report.	Retain report for one (1) year from issue, then destroy.

Schedule Approved by Department,
Agency,

or Division Representative.

Date: 4-18-98

Signature: LEO F. MATRANGOLA

Typed Name: LEO F. MATRANGOLA

Title: CHIEF OF POLICE

Schedule Authorized by State Archivist

Date: APR 27 1998

Signature: Edward C. Papenfuss